

[CONSULTANT'S LETTERHEAD]

Date _____

Preliminary Final Field Check Notification

Work Type: _____

Route _____

Des No. _____

PE Project No. _____

R/W Project No. _____

CN Project No. _____

Bridge File: _____

Over _____

Location: _____ of _____, in _____ County

Our firm is under contract with the Indiana Department of Transportation for the design of the referenced project. A Preliminary Final Field Check for this project has been scheduled for _____. The meeting will be held at _____ at the project site. Anyone wishing to provide input into the design of this project should plan to attend.

Utilities with facilities within the limits of this project should review the plans to determine if their existing facilities are accurately shown. Utilities that believe that their facilities will need to be adjusted should attend this meeting. This meeting could provide opportunities for design changes that could eliminate some utility conflicts. Utilities will be contacted by the INDOT Design Division's Utilities Unit Supervisor at a later date concerning the project schedule and relocation coordination. The Utilities Unit Supervisor may be contacted at (317) 232-5308.

Name _____

Firm Name _____

The distribution of this notification is as follows:

INDOT CENTRAL OFFICE DISTRIBUTION					
Recipient	PFC	FFC	Letter	Plans	X-Sec.
Program Coordinator, Design Div.	X	X	X		
Project Manager, Design Div.	X	X	X	(1)	(1)
Railroads Unit Supervisor, Design Div.	X		X	X	
Records Unit Supervisor, Design Div.	X	X	X		
Specialty Projects Group Mgr., Design Div. (2)	X	X	X	X	
Utilities Unit Supervisor, Design Div.	X		X	X	X
Field Engr., Contracts and Constr. Div.	X		X		
Chief Geotech. Engr., Matls. and Tests Div.	X		X	X 2 sets	X 2 sets
Chief Geotech. Engr., Matls. and Tests Div.		X	X	X	X
Environmental Assessment Mgr., Environment Planning and Engrg. Div. (3)	X	X	X	X	
Abstracting Section Supervisor, Land Acquisition Div.	X		X	X (4)	
Appraising Section Mgr., Land Acquisition Div.	X	X	X	(5)	
Sched. Coordinator, Land Acquisition Div	X	X	X		
INDOT DISTRICT DISTRIBUTION					
Director, Attn.: Development Engr.	X	X	X		
Construction Engineer	X	X	X	X 2 sets	
Operations Engineer	X	X	X		
Traffic Engineer	X	X	X	(6)	
NON-INDOT DISTRIBUTION					
FHWA Area Engineer	X	X	X	(7)	
U.S. Fish and Wildlife Service	X	X	X		
County Road Spvsr. or Hwy. Engr.	X	X	X	(8)	
City officials (9)	X	X	X		
Utility companies	X		X	X	X

Notes:

- (1) only if plans do not change from initial submittal
- (2) only if signs, pavement markings, signals, or lighting are involved
- (3) only for project other than Interstate-route bridge rehabilitation
- (4) 2 sets plans if additional right of way is required
- (5) only if additional right of way is required
- (6) only if traffic project
- (7) only if project requires FHWA oversight
- (8) only if legal drains, etc., are involved
- (9) only if metropolitan area is affected